

QUICK REFERENCE GUIDE

November 1, 2019

Review Interface Transactions

This page is used to review asset transaction records for Receipts and Vouchers that have been moved into the Transaction Loader tables (INTFC_PHY_A and INTFC_FIN) with the following processes:

- Load Asset Receipts (RECV_02)
- Load Asset Vouchers (INTFAPAM)
- AP/PO Interface (AMPS1000): This process must be run manually to review transactions on this page. Refer to "[Run AP/PO Interface](#)" guide for instructions.

Note: These tables can also be used to review Project Costing records that are integrating into Asset Management. This is not a common process. If you have questions, contact SWIFT Module Support at AgencyAssistance.MMB@state.mn.us.

You do not have to review these records unless there are Errors. Batch processes will move records through the interface tables without user action. A few reasons why you may want to manually review these records include:

- Review records that are in ERROR.
- Exclude records that should **not** create assets.
- Unitize asset records. (Change a record with a multiple quantity into multiple assets.)
- Consolidate asset records. (If a receipt was not entered in the correct manner, you can consolidate multiple records into a single asset and funding details will be retained.)
- Update values in the records like Dates, Description, or Location values.
- Add information to asset records that is missing, such as Tag Numbers or Serial Numbers.
- Load asset information quickly.

Consolidation or Unitization Functions: Records must be in these Transaction Loader Tables (INTFC_PHY_A and INTFC_FIN) and have a Status of "Pending" before you can use these processes.

Record Approval: All records must be marked as approved – before they can process out of this table. The default is for records to be automatically marked as approved.

Step 1: Manually Move Records into the Transaction Loader Tables

The records in this table are normally created with the nightly batch process and **are not** available for review.

If you want to review transactions on this page, you will need to:

1. Find the records in the INTFC_PRE_AM table. Refer to the [“Preview AP/PO Information”](#) guide; and
2. Run the AMPS1000 process to manually move the records into this table. Refer to [“Run AP/PO Interface”](#) guide for instructions.

Step 2: Review Interface Transactions

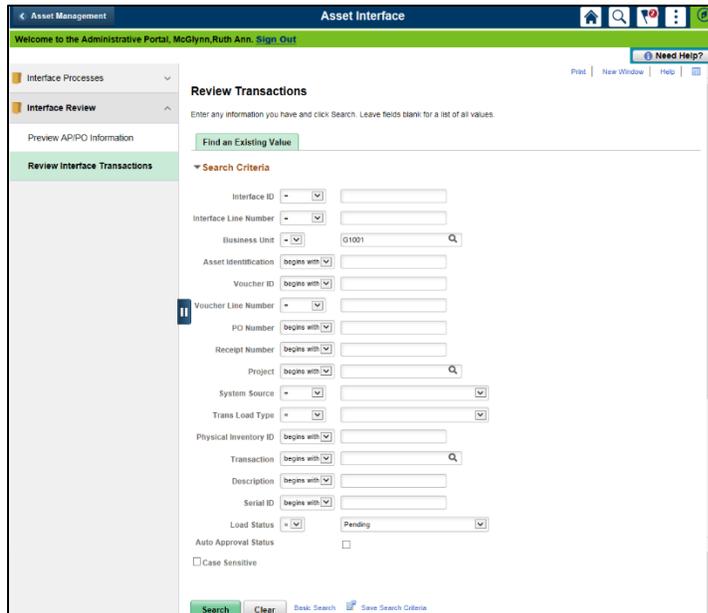
1. Navigate to the *Review Interface Transactions* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Interface, Interface Review, Review Interface Transactions page.
Asset WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, Report/Queries tab, Interface Section, Review Interface Data page.

2. At the *Review Transactions* search page, accept the default Business Unit or select a different AM Business Unit.
3. Enter additional search criteria. Typically you will search for records with the “Pending” load status. Several other fields are available for your search. All Load Status options are listed below in order of usage.

Load Status	Description
Loaded	The record has processed into the next table successfully.
Pending	The record is a new transaction waiting to be processed.
Errored	The record is in “ERROR” status. Records with this status will not process. You will need fix the record to continue to processing.
In Process	The record is currently processing. This status may indicate that the process is having problems.
Excluded	The record has been “Excluded” Records with this status will not process. You can apply this status to records that should not create assets.
On Hold	Record is being reviewed and will not process until status is updated to “Pending”. Can change to Excluded when reviewed is finalized.
PO Grp Incomplete	State of Minnesota does not use.
Replaced	State of Minnesota does not use.

Load Status	Description
Consolidated	Records that have been consolidated.
Unitized	Records that have been unitized.



4. Click on the **Search** button.
5. Select a record to review from the **Search Results** listing.
6. Review and update the information as described below.

Field Name	Field Description
Trans Load Type	You should never change this field unless the change has been discussed with Agency Assistance. This field determines which asset tables are built for this asset record.
Load Status	Change only if appropriate. See Load Status values above. The record must be in "Pending" status to edit the transaction.
Auto Approval Status	Must be checked to process.

3. Update **Asset Information** as described below.

Field Name	Field Description
Asset ID	Do not change unless you have reviewed with Agency Assistance. Changes create issues.
Tag Number	Update the Tag Number, if needed. Tag Numbers cannot be duplicated for a Business Unit.
Serial ID	Serial ID for the asset.
Profile ID	Update the Profile ID, if needed. This field is used to build the asset in Asset Management.
Detailed Description	Update the description, if needed. The field length is 254 characters.
Description	Update the asset description, if needed. The field length is 30 characters.
Short Description	Update short description, if needed. The field length is 10 characters.
Parent ID	This field is not normally used.
Component of Asset	The State of Minnesota doe use.
Threshold ID	The State of Minnesota doe use.

4. Update **Cost Information** as described below.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Cost Information

Acquisition Date	09/11/2016	In Service Date	09/11/2016
Transaction Date	09/11/2016	Accounting Date	05/12/2017
Book		Transaction Code	
Quantity	1.0000	Salvage Value	0.00 USD
Cost	1,038.22 USD	Base Cost	1,038.22 USD
Depreciation	0.00 USD	YTD Depr	0.000 USD
Transaction Proceeds	0.00	Transaction Removal Cost	0.000

Distribution

ChartFields Cost Acquisition Details Document Details

Fund Code	Financial Department ID	Statewide Cost (Prog)	Sub Account (Class)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Appropriation ID (CF3)	PC Business Unit	Project	Activity	Source Type	Resource Category	Resource Sub Category	Analysis Ty
5200	G1031500					G100085							

Field Name	Field Description
Acquisition Date	Asset Acquisition date.
Transaction Date	Asset Transaction date.
In Service Date	Asset In Service Date. The date for depreciation starts.
Accounting Date	Asset Accounting Date. This date must be in an open Accounting Period.
Transaction Code	State of Minnesota does not use.
Depreciation	Depreciation is 0 for new assets.
YTD Depreciation	YTD Depreciation is 0 for new assets.

5. Update **Distribution Information** as described below.

a. Update the **ChartFields** tab information.

Cost Information

Acquisition Date	09/11/2016	In Service Date	09/11/2016
Transaction Date	09/11/2016	Accounting Date	05/12/2017
Book		Transaction Code	
Quantity	1.0000	Salvage Value	0.00 USD
Cost	1,038.22 USD	Base Cost	1,038.22 USD
Depreciation	0.00 USD	YTD Depr	0.000 USD
Transaction Proceeds	0.00	Transaction Removal Cost	0.000

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Fund Code	Financial Department ID	Statewide Cost (Prog)	Sub Account (Class)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Appropriation ID (CF3)	PC Business Unit	Project	Activity	Source Type	Resource Category	Resource Sub Category	Analysis Ty
5200	G1031500					G100085							

Field Name	Field Description
ChartFields	Update ChartFields information as needed.

b. Update **Cost** tab information.

Quantity	Transaction Cost	Transaction Currency	Asset Category	Cost Type	Base Cost	Salvage Value	Base Currency
1.0000	1,038.22	USD			1,038.22	0.00	USD

Field Name	Field Description
Quantity	Update Quantity information, if needed.
Transaction Cost	Update Cost information, if needed.
Asset Category	The Asset Category defaults from Profile ID information.
Cost Type	DO NOT USE.
Salvage Value	Salvage Value is normally only setup for FLEET assets.

c. Update **Acquisition Details** tab information.

Transaction Currency	Transaction Amount	Merchandise Amount	Sales Tax Amount	Use Tax Amount	Freight Amount	Misc Charge Amount	VAT Invoice Amount	VAT Non Recoverable	Recoverable VAT	Base Currency	Amount	Merchandise Amount Base
USD	964.66	964.66	0.00	73.56	0.00	0.00	0.00	0.00	0.00	USD		964.66

Field Name	Field Description
Transaction Amount	The Transaction Amount should be the same as the Transaction Cost.

d. No fields can be edited on the **Document Details** tab.

6. Update the **Custodian Information**.

Field Name	Field Description
Employee ID	Valid Employee ID
Custodian	must be formatted with a comma between names

7. Update **Asset Location** Information.

Field Name	Field Description
Location	Enter a valid location.
Area ID	State of Minnesota does not use.

8. Update **Manufacturer Information**.

Field Name	Field Description
Manufacturer ID	Select a Manufacturer from the list.
Model	Select a Model from the list.
Manufacturer	Enter Manufacturer.
Produce Version	Enter Product Version.

- A section for **Related Transactions** will display information for records that have been processed with the **Consolidate** or **Unitize** functions.

Quantity	Transaction Cost	Transaction Currency	Asset Category	Cost Type	Base Cost	Salvage Value	Base Currency
1.0000	1,038.22	USD			1,038.22	0.00	USD

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